## U.S. DEPARTMENT OF EDUCATION NATIONAL CENTER FOR EDUCATION STATISTICS

WASHINGTON, D.C. 20208-5651

## SURVEY ON OCCUPATIONAL PROGRAMS IN POSTSECONDARY EDUCATION INSTITUTIONS

POSTSECONDARY EDUCATION QUICK INFORMATION SYSTEM

FORM APPROVED O.M.B. NO.: 1850-0733 EXPIRATION DATE: 07/1999

This survey is authorized by (P.L. 103-382). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

## **DEFINITIONS USED IN THIS SURVEY**

Occupational program: For this survey, an occupational program is defined as a sequence of courses designed to prepare students for an occupation (e.g., nurses' aide) that typically requires education below the baccalaureate level. A non-credit occupational program may consist of only one course or more than one course.

Skill competency: A skill competency is a concept, skill, or attitude that is essential to an occupation; the level of attainment or performance established for a skill competency is a skill standard. In this survey, we use the term "skill competencies" to refer to both skill competencies and skill standards.

This questionnaire asks about occupational programs and courses taken by postsecondary students. If your school offers any programs and courses that are taken only by other types of students (e.g., only secondary students), do not include those programs and courses.

LABEL

IF ABOVE INSTITUTION INFORMATION IS INCORRECT, PLEASE UPDATE DIRECTLY ON LABEL.								
Name of person completing form:		Telephone:						
Title/position:	E-mail:							
Best days and times to reach you (in case of questions):								

## THANK YOU. PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR RECORDS.

PLEASE RETURN COMPLETED FORM TO: IF YOU HAVE ANY QUESTIONS, CONTACT:

**WESTAT** 

Basmat Parsad at Westat

Attention: Parsad, 716608 800-937-8281, ext. 8222 or 301-251-8222

Fax: 1-800-254-0984

1650 Research Boulevard Rockville, Maryland 20850

E-mail: Parsadb1@westat.com

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 1850-0733. The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collected. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: National Center for Education Statistics, 555 New Jersey Avenue, N.W., Washington, D.C. 20208.

PEQIS Form No. 11, 3/1999

1.	Does your institution offer an <b>occupational program</b> that prepares students for any of the occupations listed in question 2?											
	Yes											
2.	For each of the following occupations for which your institution offers a program in the school year 1998-1999:											
	• Indicate in <b>column A</b> whether non-co	redit course	es are offer	ed in the o	ccupational	program.						
					·							
	<ul> <li>Indicate in column B whether courses are offered for credit in the occupational program.</li> </ul>											
	<ul> <li>Indicate in columns under C what procedures are used to ensure that the courses teach relevant job skills.</li> <li>(Procedures may not be the same for all occupation areas.)</li> </ul>											
				C. Procedures used to ensure that								
	courses teach relevant job skills											
		Α.	В.				Mechanisms					
	Occupation area/occupation	Check if	Check if		,		for faculty to	<b>5</b>				
		non-credit	for-credit courses	Industry	Survey of	Followup	get recent	Periodic				
		courses	are offered	advisory committee	employers' skill needs	survey of graduates	work experience	internal review				
		are offered	are offered	Committee		L that apply i		ICVICW				
Busi	ness & Marketing Occupations				(0							
a.												
b.	Administrative assistant/secretary											
C.	Restaurant/food service manager											
d.	Sales associate/manager											
Tech	nical & Mechanical Occupations											
a.	AC/heating/refrigeration repair technician											
b.	Auto body repairer											
C.	Automotive mechanic/technician											
d.	Computer programmer											
е.	Computer graphic designer											
f.	Computer technician											
g.	Electronics technician											
h.	Engineering technician											
i.	Drafter or CADD operator											
<u>j</u> .	Machinist											
	ling Trades											
a.	Bricklayer or mason											
b.	Carpenter Electrician											
c	Plumber					$-\frac{\square}{\square}$						
<u>и.</u> е.	Welder											
	th/Life Sciences Occupations			]								
a.	Emergency medical technician					П		П				
b.	Medical or dental assistant											
C.	Nurses' aide or home health aide											
d.	Licensed practical (vocational) nurse											
e.	Registered nurse											
f.	Medical/life science lab technician											
g.	Agriscience technician											
h.	Veterinary assistant											
Service Occupations												
a.	Chef/cook											
b.	Cosmetologist											
C.	Childcare worker											
d.	Teachers' aide											
e.	Paralegal/legal assistant											

- 3. For each of the occupations for which your institution offers an **occupational program** in 1998-1999:
  - Indicate in column A whether a list of skill competencies has been developed or adopted for the program.
  - Indicate which one of the **columns under B** best describes how educators and industry (business, labor, and/or employers) were involved in developing or adopting the competencies. (Involvement may not be the same for all programs.)

		A. Has	a skill	B. Which best describes how educators and industry				
		compete	ency list	_				ency list?
		been developed		Done				
	Occupation area/occupation	or ado	pted?	exclusively by	Done	Done primarily	Done with	Done
				individual	exclusively by	by educators	about equal	primarily/
		Yes	No	course	group(s) of	with industry	educator and	exclusively by
				instructors	educators	input	industry input	industry
					(Check	only ONE in ea		,
Busi	ness & Marketing Occupations				,	•	,	
a.	Accountant/bookkeeper							
b.	Administrative assistant/secretary							
C.	Restaurant/food service manager				Ī	Ī	Ī	Ī
d.	Sales associate/manager		П		Ī	Ī	Ē	Ī
Tech	nnical & Mechanical Occupations							
a.	AC/heating/refrigeration repair technician							
b.	Auto body repairer				Ē	$\overline{}$	ā	ī
C.	Automotive mechanic/technician			П	П		П	
d.	Computer programmer		П		Ī		Ī	Ī
e.	Computer graphic designer				П		Ī	
f.	Computer technician			П	П		П	
g.	Electronics technician				Ī		ī	$\overline{\Box}$
h.	Engineering technician				Ī		Ī	Ī
i.	Drafter or CADD operator				П		П	
j.	Machinist				П		П	
Build	ding Trades							
a.		П	П	П	П		П	П
b.	Carpenter	П			П		П	$\overline{}$
C.	Electrician	П			Ī		Ē	Ī
d.	Plumber			П	П		П	
e.	Welder				П		П	
Heal	th/Life Sciences Occupations							
a.	Emergency medical technician	П	П	П	П		П	П
b.	Medical or dental assistant				П		П	$\overline{}$
C.	Nurses' aide or home health aide				П			
d.	Licensed practical (vocational) nurse							
e.	Registered nurse							
f.	Medical/life science lab technician							$\overline{\Box}$
g.	Agriscience technician							
h.	Veterinary assistant							
Serv	Service Occupations							
	Chef/cook							
b.	Cosmetologist							
C.	Childcare worker							
d.	Teachers' aide							
e.	Paralegal/legal assistant							

- 4. For each of the occupations for which your institution offers an **occupational program** in 1998-1999:
  - Indicate in **column A** whether that program is accredited by an industry, business, or trade organization (e.g., the National Automotive Technicians Education Foundation).
  - Indicate in **columns under B** what credentials students in each program can work toward. (For example, if a nursing program prepares students to take a state licensing exam, check that a "state registration, license, or certificate" is available.) Include credentials that may be attained through non-credit courses.

		A. Check if	B. Credentials that students in each program can work toward:					
Occupation area/ occupation		program is accredited by industry, business, or trade	Associate's degree	Institutional certificate/ diploma	State registration, license, or certificate	Industry/ trade certificate or diploma	Company certificate (e.g., NOVELL)	
				(Check ALL	that apply in ea	ch row.)		
<b>.</b>	and a Mark attack Comment and							
	ness & Marketing Occupations							
	Accountant/bookkeeper			<u> </u>	<u> </u>	<u> </u>		
b.	Administrative assistant/secretary			<u> </u>	<u> </u>	<u> </u>		
C.	Restaurant/food service manager					<u> </u>		
d.	Sales associate							
	nnical & Mechanical Occupations			_	_			
a.	5 5 1				<u> </u>			
b.	Auto body repairer			<u> </u>			<u></u>	
C.	Automotive mechanic/technician							
d.	Computer programmer					<u> </u>		
е.	Computer graphic designer							
f.	Computer technician							
g.	Electronics technician							
h.	Engineering technician							
i.	Drafter or CADD operator							
j.	Machinist							
Build	ding Trades							
a.	Bricklayer or mason							
b.	Carpenter							
C.	Electrician						$\overline{}$	
d.	Plumber			Ī			ī	
е.	Welder							
Heal	th/Life Sciences Occupations			<u> </u>				
a.	Emergency medical technician			П				
b.	Medical or dental assistant							
C.	Nurses' aide or home health aide							
d.	Licensed practical (vocational) nurse							
e.	_ , , , ,					П		
f.	Medical/life science lab technician							
g.	Agriscience technician				<u> </u>			
h.						<u> </u>		
	ice Occupations							
	· .							
a.	Cosmetologist							
b.	Cosmetologist Childcare worker							
C.		<u> </u>						
d.	Teachers' aide			<u> </u>		<u> </u>		
e.	Paralegal/legal assistant							